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~~SECRET~~

ER 87-0209

12 January 1987

MEMORANDUM FOR: [redacted] STAT
Chief, Information Resources
Management Division, OIS

ATTENTION: [redacted] STAT

FROM: [redacted] STAT
Acting DCI Area Information
Management Officer

SUBJECT: Annual Records Inventory - FY 1986

Enclosed are the original component inventory forms for the DCI area. Please note that the Office of Public Affairs mailed their original Form 3581 directly to you.

[redacted] STAT

Attachments: A/S

UNCLASSIFIED When Separated from
[redacted] Attachment 25X1

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DCI/NIC

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	711	765	
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	235	264	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	946	1,029	
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES			

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes	6		
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	467	18	
h.	Magnetic Diskettes 8"		399	
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

Signature of Component RMO: [redacted]

Date: 12/9/86

STAT

FORM 9-85 **3581** OB EDITIONS

White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DCI/Public Affairs Office

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	485	581	96
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	208	221	13
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	410	225	185
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	1103	1027	294
II.	CARD-SIZE FILES:			
a.	3x5 Cards	correction 13		
b.	5x8 Cards	13	15	2
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	13	15	2

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	327	327	
c.	Video Tapes	10	126	116
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"		6	
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments: Decrease in odd-size material is due to cleaning up and reorganization of the first floor storage vault.
Increase in video tapes is because of new ones created in 1986.

Signature of Component RMO: [redacted] STAT

Date: 19 December 1986

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DCI/History Staff

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	160	164	4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	51	77	26
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		211	241	30
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards	190	190	0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		190	190	0

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	56	89	33
c.	Video Tapes			
d.	Disc Packs	2	0	0
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼″		67	67
h.	Magnetic Diskettes 8″	90	55	35
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

Sign [redacted] STAT

Date: 30 December 1986

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